IFL Training Shift 00: Before we get started

ifl slack

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Introduction

In this guide we will go over all the logistical platforms you will use for communicating with your team mates and customers.

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Step 1 — Slack

- Please Join the following IFL slack channels

- #lab - IFL, In this channel we communicate with each other on lab related updates and orders.

- #ops-ifl_notifications, in this channel you can see who has reserved the space and what orders have been picked up and dropped off.

- ops-late-notice, If you are ever running late to a shift, let us know how late you will be and what lab you are going to.

Step 2 — Papercut

- We use **maker.umd.edu** to track any customer order. You can isolate the orders for the IFL by typing IFL in the search bar.

- Make it a habit to check all order regardless of what category they are in.

- If no update/ comment has been done in a while. Please reach out to staffer for update or client.

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- If you notice an order is in the wrong, please move it to the correct category.

Step 3 — Student Training
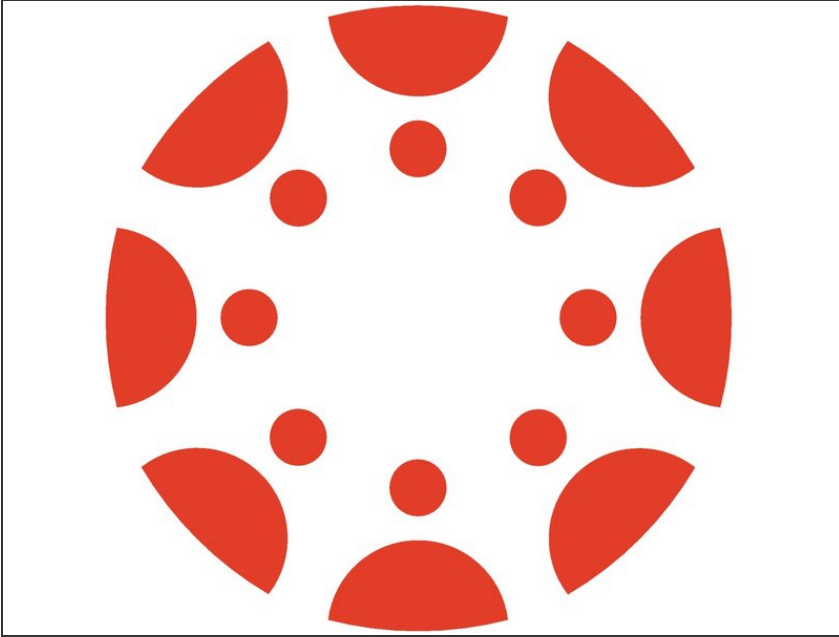
- Students who wish to us the IFL must:

- Complete the safety training in the lab, more info on your next shift.

- Students must also complete the safety training for that specific machine on the elms page.

- **ter.ps/twcanvas**

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Step 4 — IFL Advancement

- IFL Trainee - No Requirements

- IFL Lab Manager - Required to be trained in Router, Welder, or Datron

- IFL Senior Lab Manager - Required to be trained in a Okuma CNC machine or be a trainer for Router, Welder, or Datron

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